

**MILPER MESSAGE NUMBER:
AHRC-PDO-IP
COLLATERAL DUTY APPOINTMENT TO INSTALLATION VOTING ASSISTANCE
OFFICER (IVAO) REVISED**

1. REFERENCES:

A. ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE AFFAIRS) MEMORANDUM, COLLATERAL DUTY APPOINTMENT TO INSTALLATION VOTING ASSISTANCE OFFICER, DTD 30 JULY 2007.

B. DEPARTMENT OF DEFENSE DIRECTIVE 1000.4, FEDERAL VOTING ASSISTANCE PROGRAM, DTD 14 APRIL 2004.

C. AR 608-20, ARMY VOTING ASSISTANCE PROGRAM, DTD 28 OCTOBER 2004

2. EXPIRATION: THIS MESSAGE EXPIRES 31 OCTOBER 2009.

3. THE PURPOSE OF THIS MESSAGE IS TO ANNOUNCE A CHANGE TO EXISTING POLICIES AND PROCEDURES AS IT APPLIES TO THE APPOINTMENT OF A COLLATERAL DUTY CIVILIAN INSTALLATION VOTING ASSISTANCE OFFICER (IVAO).

4. THE INSTALLATION MANAGEMENT COMMAND (IMCOM) IS REQUIRED TO APPOINT A COLLATERAL DUTY CIVILIAN IVAO AT THE GS-12 GRADE LEVEL (OR EQUIVALENT) AT EACH INSTALLATION AS PRESCRIBED BY REFERENCE A. THE APPOINTMENT WILL BE FOR AN 18-MONTH PERIOD FROM SEPTEMBER 2007 – MAY 2009.

5. THE INSTALLATION VOTING ASSISTANCE OFFICER (IVAO):

A. WILL COORDINATE, MONITOR, DISSEMINATE AND ASSIST VOTING ASSISTANCE OFFICERS WITH THE EXECUTION OF ALL ASPECTS OF THE VOTING ASSISTANCE PROGRAM ON THE INSTALLATION.

B. WILL RECEIVE CONSOLIDATED MONTHLY METRIC REPORTS/MEASURES OF SUCCESS FROM EACH ARMY COMMAND (ACOM), ARMY SERVICE COMPONENT COMMAND (ASCC), DIRECT REPORTING UNIT (DRU) OR SEPARATE UNIT ON THE INSTALLATION. THE IVAO WILL FORWARD THESE REPORTS TO THE SERVICE VOTING ACTION OFFICER AT ARMY HUMAN RESOURCES COMMAND. NOTE: THE IVAO WILL REPORT NON RECEIPT OF REPORTS TO THE SERVICE VOTING ACTION OFFICER AT ARMY HUMAN RESOURCES COMMAND FOR FURTHER ACTION.

C. MUST ATTEND THE FEDERAL VOTING ASSISTANCE PROGRAM TRAINING WITHIN 90 DAYS OF APPOINTMENT.

D. WILL COORDINATE WITH THE ACOM, ASCC, DRU, OR SEPARATE UNIT VOTING ASSISTANCE OFFICERS ON THE INSTALLATION TO ENSURE AN

EFFECTIVE VOTING ASSISTANCE PROGRAM IS ESTABLISHED ON THE INSTALLATION.

E. MONITOR AND ASSIST WITH SPECIAL PROGRAM EVENTS:

- (1) 28 JUN – 7 JUL 08 "THE OVERSEAS CITIZENS WEEK"
- (2) 1 – 31 AUG 08 "ARMY VOTERS REGISTRATION MONTH"
- (3) 31 AUG – 7 SEP 08 "ARMED FORCES VOTERS WEEK"
- (4) 12 -18 OCT 08 "ABSENTEE VOTERS WEEK"

F. COORDINATE SETTING UP VOTING WORKSHOP LOCATIONS.

G. COORDINATE DISPLAYING VOTING BANNERS AND OTHER PROMOTIONAL MATERIAL.

H. ENSURE THE U.S. ARMY PUBLISHING DIRECTORATE WAREHOUSE HAS AN ADEQUATE SUPPLY OF MATERIALS ON HAND TO SUPPORT THE INSTALLATION.

I. ENSURE THAT CONTINUITY FOLDERS ARE MAINTAINED BY EACH VAO, WHICH CONTAIN ALL CONTENT AND REFERENCES LEADING TO A SUCCESSFUL VOTING ASSISTANCE PROGRAM.

J. INCORPORATE THE SERVICES OF THE PUBLIC AFFAIRS OFFICER, STAFF JUDGE ADVOCATE, PUBLICATIONS ACCOUNT MANAGER, AND THE COMMUNICATIONS AND MESSAGE CENTERS TO FACILITATE THE OPPORTUNITY TO REGISTER AND VOTE.

6. THESE DUTIES AND RESPONSIBILITIES ARE OUTLINED IN THE IMPLEMENTING INSTRUCTIONS FOR THE CONDUCT OF THE ARMY VOTING ASSISTANCE PROGRAM (2008-2009).

7. THE U.S. ARMY POINT OF CONTACT FOR THIS MESSAGE IS MR. ALTON PERRY, DSN 221-4530 OR COMMERICAL 703-325-4530.